JOB DESCRIPTION

JOB TITLE: GIS COORDINATOR / GIS ANALYST

DEPARTMENT: ADMINISTRATION

DIVISION: GIS

REPORTS TO: CHIEF ADMINISTRATOR, GULF COUNTY BOCC

SALARY: $TBD   PER HOUR

REVISED: FEBRUARY 25, 2014

EXEMPT

GENERAL DESCRIPTION

The purpose of this position is to oversee, manage and coordinate the development and maintenance of the county-wide geographic information systems (GIS) databases including the strategic and long-range plans. Coordinate and support GIS efforts between all county departments, and as needed with the other elected official's departments.

ESSENTIAL JOB FUNCTIONS

Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

- Develop strategic plan of GIS initiatives including research, feasibility, and infrastructure; work with department heads to establish GIS goals and initiatives; work with outside agencies and businesses to determine their involvement and requirements for GIS solutions.

- Oversee and coordinate the creation or revisions of existing maps and charts as relative to county and intergovernmental projects. Examine and analyze data from ground surveys, civil engineering plans, plot maps, aerial photographs, original maps and/or other data to ensure completeness and accuracy.

- Oversee and coordinate the building, maintaining and updating of databases using GIS and related software. Develop and maintain links between various databases.

- Provide GIS software education and support to other county offices and departments. Coordinate the needs of various departments and government agencies to actively promote the usage of GIS as a meaningful management tool.

- Maintain and update the geo-database and associated layers for all map layers utilized by the 9-1-1 CAD and other emergency services departments; implement map conversions and updates of all mapping data to each Public Safety Answering Point within the county.

- Maintain and update Emergency Management databases to include but not limited the County Shelter data, County Points of Distribution (CPODs), Essential Services Centers/Disaster Recovery Center (DRC) sites and other critical facilities in order to provide up to date data to the Florida Division of Emergency Management (FDEM) GIS Unit.

- Maintain a good working relationship with the community, other counties, state and federal agencies.

- Participate in activities and duties related to emergency management during a local state of disaster, as well as during disaster preparedness training and exercises.

PHYSICAL REQUIREMENTS
Most work is performed indoors in a typical office setting involving sitting, walking, occasional bending, lifting and carrying paper and related light objects generally weighing 20lbs. or less. Horizontal and vertical reaching motion is required. Aptitudes required are those typically associated with operations including clarity of vision 20" or less to view computer screens, legal documents and property descriptions; eye/hand/foot coordination, hand and finger dexterity, motor coordination, hearing and conversation skills. Work outside occasionally.

KNOWLEDGE OF
Knowledge of the fundamentals of GPS receivers and skill in their use for data collection

Knowledge of the methods, practices and techniques of spatial relational database modeling

Knowledge of the principles of data entry, including heads-up digitizing of data from aerial photography

Knowledge of proper database design and development.

Knowledge of Geographical Information Systems (GIS) and multi-scale, raster based GIS analysis (Arc Info/Arc View).

ABILITY TO
Ability to work independently and maintain productivity with minimal supervision

Ability to establish and maintain effective working relationships with fellow employees, division and department heads, public/private sector contacts, and County administration

Ability to organize work, establish priorities, meet deadlines and follow up on assignments with a minimum of direction

Ability to utilize personal computers, standard office equipment and standard software applications such as word processors, database software, and spreadsheet applications

Ability to operate a variety of devices such as scanners, printers, and large format plotters

Communicate clearly and concisely, both orally and in writing

Travel to GIS Conferences and Seminars

SKILLS
Advanced knowledge of and experience with the design, installation, configuration, management, maintenance, and sustainment of ArcGIS 10.x with SQL Server and associated sub components including the ArcPad mobile collection along with the ESRI GIS suite of products.

Strong capability of spatial analysis and cartographic skills

Familiar with Microsoft Office Suite

MINIMUM QUALIFICATIONS
Bachelor's degree in Geography, Computer Science, Planning, Engineering, Surveying or related field; supplemented by four (4) years progressively responsible technical experience in GIS application; or an equivalent combination of education, training, and experience.

 A comparable amount of training and/or experience may be substituted for the minimum qualifications. GIS certification can be used to establish equivalency.

LICENSE
Applicant must have a valid Florida Driver's License at the date of hire and maintain said license while employed in this position.